



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-A6E-0005
Alternative Merit Promotion

Position Title/Series/Grade:
Management Services Supervisor, GS-0303-10

Promotion Potential: GS-10

Employment Type: Full-time, Permanent

Grade and Salary Range:
GS-10: \$47,755 - \$62,086.00 Per Year

Location of Position:
Headquarters, National Programs, Office of Associate
Administrator, Beltsville, Maryland

Who Can Apply: ARS-Wide, Local Commuting Area
Only. You **must** include a statement in your application
that you are a U.S. citizen to be considered for this
position.

Opening Date: October 24, 2005

Closing Date: November 7, 2005

For copies of vacancy announcements and/or application
materials, please call (301) 504-1482. For additional
information regarding employment opportunities, please
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Catherine A. Beck, (301) 504-1366

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Catherine A. Beck
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104

Fax: (301) 504-1535

E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by
the closing date of the announcement. Applications
received in Government envelopes will not be
considered.

Please take advantage of the Application Package
Checklist at the end of this announcement to ensure your
application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

This position is located in National Programs (NP), Agricultural Research Service (ARS), Beltsville, Maryland, and reports directly to the Associate Administrator for National Programs of ARS. The Associate Administrator for National Programs is responsible for setting research priorities for ARS, planning research programs responsive to the priorities, developing program budgets for ARS, evaluating research program performance, and integrating ARS research efforts with agriculture-related research in other government agencies.

The incumbent supervises five assistants who provide a variety of administrative support including: procurement of supplies, equipment, and services; account reconciliations; and travel arrangements for staff and consultants. Responsibilities also include: reviewing, accepting, or rejecting completed work products; setting priorities, balancing workflow, and meeting with staff to disseminate information.

The incumbent also performs a variety of complex administrative work in direct support of National Programs' senior and executive management. Specific duties include: managing staff awards, performance plans, and training; developing and evaluating awards programs; ensuring all performance plans conform with ARS standards and other mandated requirements; and serving as point of contact for CRIS Allocation Tracking System and eTravel implementation.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

GS-10: In order to qualify applicants must possess one year of specialized experience equivalent to at least the GS-09 grade level.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Ability to apply administrative concepts and policies sufficient to develop office rules and administrative practices and procedures.
2. Ability to apply travel rules, regulations, and procedures in order to manage travel and relocation activities and reconcile accounts and on-line tracking systems.
3. Ability to apply procurement rules, regulations, and procedures in order to ensure purchasing actions are processed correctly and are within established budgets.

Supervisory/Managerial Competencies - the following KSAs will also be used to evaluate candidates in the interview and selection process:

1. Ability to lead and accomplish work through others (i.e. team building, conflict management, cultural awareness, strategic thinking, technology management, and political savvy.)
2. Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations.

Other Important Information

Benefits Package: A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference: For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses: Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement: Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements: If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment): If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees: USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following: (1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee; (2) evidence of full performance level of current position; (3) a copy of your most recent performance appraisal; and (4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System: Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation: Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement: The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications. To obtain the OF-612 go to <http://www.opm.gov/forms/html/of.asp>.

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
 - ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
 - ☐ Social Security Number
 - ☐ Statement that you are a U.S. citizen if you are using the OF-612 or SF-171
 - ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty). If you are claiming Veteran's Preference go to <http://www.opm.gov/veterans/html/vetguide.asp> for additional information.
 - ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form. If you are claiming 10-point Veteran's Preference go to <http://www.opm.gov/forms/html/sf.asp> to obtain form.
 - ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
 - ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
 - ☐ Copy of college transcripts if you are qualifying all or in part on the basis of education for this position. If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.
- Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status if you are a current or previous federal employee

- Copy of most recent performance appraisal if you are a current federal employee
- Second copy of application package if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures.
- Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. If you have questions about your eligibility for a particular hiring authority, please call the servicing HR specialist or visit <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.
- Support documentation if you are a USDA surplus or federal displaced employee. See pertinent section under “Other Important Information” below.
- Self-certification of typing speed if required as a basic qualification for the position
- While not required, a separate response to the required knowledge, skills, and abilities (KSAs) listed under Specialized Experience and/or Selective Placement Factors may better highlight your specific qualifications for this position. For an explanation go to <http://www.ars.usda.gov/careers/whatksa.html>.

If this is your first time applying for a federal job, or if you want more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to the Office of Personnel Management (OPM) Optional Form 510.